

# PROGRAM OF REQUIREMENTS

## PART I

FOR

## DAVIS LIBRARY RENOVATION

With the Mobile Services Unit  
On the Lower Level



*Montgomery County Government*

Prepared by

MONTGOMERY COUNTY  
DEPARTMENT OF PUBLIC LIBRARIES  
AND  
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION  
DIVISION OF CAPITAL DEVELOPMENT

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**PROGRAM OF REQUIREMENTS  
PART I & II**

FOR

**DAVIS LIBRARY WITH MOBILE SERVICES UNIT**

**6400 Democracy Blvd.  
Bethesda, Maryland 20817**

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## **GENERAL RENOVATION GOAL**

Renovation planning is a process that looks at a building and its services as an integrated whole. This overall systematic analysis of the building on a reasonable timetable is critical to maintaining adequate, safe and up-to-date public facilities. Working with the Division of Capital Development, the Department of Public Libraries does major renovation assessments on a regular 20-year cycle in order to:

- provide up-to-date, comfortable and safe physical facilities for the delivery of effective, efficient, and equitable access to library services for citizens throughout Montgomery County, Maryland;
- protect capital investment by maintaining the library system's infrastructure;
- assure that overhaul and replacement of major mechanical, electrical, duct, and lighting systems which are outdated and beyond economical repair are performed while maximizing public service hours from one year to the next;
- upgrade buildings to meet new code requirements (ADA, fire code, energy, safety requirements, etc.);
- update building requirements necessitated because of technological change by:
  - meeting electrical load and cabling requirements in order to provide adequate access to power and communications,
  - providing flexible space design,
  - providing a sufficient number of dedicated conduits,
  - providing some blank circuits for future growth needs,
  - changing lighting and acoustics as needed to accommodate new technology;
- determine whether building size is appropriate to meet current and projected service demands by studying:
  - changing population density,
  - changing key demographics of the population which may alter library use patterns, i.e., age, ethnicity, income characteristics,
  - changing program emphasis,
  - changing information formats;
- update old, dated furniture and equipment to meet the needs and expectations of the community by:
  - replacing outdated/outmoded equipment,
  - replacing furniture to accommodate new equipment and customer requirements,
  - replacing telephone systems with more efficient modern equipment,
  - replacing seating to meet the needs of the community, and
  - replacing information and circulation desks with ergonomically designed desks that accommodate new equipment and address changing ways of doing business;
- redesign the interior to more efficiently utilize staff and enable customers to better "help themselves" by:
  - creating joint Adult/Children's information desks where feasible in libraries,

- creating an open floor plan which allows:
  - Information and Circulation staff to monitor the building for safety and security
  - various collections to expand, contract and adapt as the community and information formats change,
- creating simple, logical floor plans for better service,
- adding signage which will encourage self-service,
- providing more electronic workstations for customers to use to access information and their personal library records,
- designing a quiet study space into the building so that customers can work away from the sounds of telephones, equipment, staff, and other customers,
- redesigning staff work areas to provide adequate workspace for each staff member.

## **INTRODUCTION**

Mission Statement: The public library offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives. The Davis Library is a busy, full-service branch.

Level of Use: The Davis Library accommodates the following volume of use (FY02):

- Traffic: 468,136 visits per year
- Circulation: 662,172/year (FY 02)
- Information/Advisory questions: 41,132/year
- Title Requests : 43,969/year
- Internet Sign-Up: 55,795 /year
- Library sponsored programs: 171
- Total attendance: 4,924/year

Meeting Room Use: The Davis Library meeting rooms are in great demand by both the public and staff. Approximately 35 community groups use the two Davis meeting rooms on a monthly basis, plus there are many other one-time or multiple-time users. The rooms were booked as follows in 2003: 550 hours in the large meeting room and 950 hours in the small meeting room, totaling 1,400 hours booked. This excludes staff use of the meeting rooms for children's and adult programs, as well as local and systemwide meeting and training.

Hours of Service: The Davis Library currently offers 63 hours of public service per week:

Monday - Thursday	10:00 a.m. - 9:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday*	1:00 p.m. - 5:00 p.m.

\* Davis had Sunday hours while the Bethesda Library was closed for renovation.

Staff Complement: Library staff consists of 14 work years:

8 full-time staff:

1 Manager III  
1 Senior Librarian  
2 Librarian II's  
1 Library Assistant Supervisor  
1 Library Assistant II  
2 Library Assistant I's

In addition, there are 14 part-time staff:

5 Librarian I's

2 Library Associates

5 Library Assistant I's

2 Library Desk Assistants

Note: There are 12 shelving assistants working a total of 136 hours per week -- not included in work years, above. The library uses a corps of community volunteers, numbering 30-50, providing 40 to 60 hours of service weekly.



## **GENERAL BUILDING REQUIREMENTS FOR A COMMUNITY LIBRARY**

### **General Building Description**

The Davis Library opened in 1964 and had a major renovation in 1986. The 25,750 gross square foot facility houses the Davis Library on the main floor (approximately 16,000 gsf for library which includes all of the upper floor and parts of the lower floor, mechanical room and meeting room). Mobile Services will be located on the lower level, along with the public meeting rooms, public restrooms, the children's programming room, some librarian offices and mechanical rooms.

The Davis Library has two public (and no staff) entrances into the building on opposite ends of the circulation area (one on the south side of the building and the other on the west side of the building). Two doorways (one off of the hallway from the south parking lot and the other behind the circulation desk) open into the staff office area, workroom, staff restroom and staff kitchen/lounge. Right in front (facing north) of the circulation desk is the public area of the library. Access to the meeting rooms and to other functions including Mobile Services from the Davis Library is via a stairway (by the west entrance to the building) or elevator, located in the same general area. There are also public restrooms in that general area.

The Davis Library serves a diverse residential community and is across the street from a large public High School (Walter Johnson). Many commuters are drawn to the library by its convenient location. It is on one of the County's busiest roads, Democracy Boulevard near the intersection of the equally busy Old Georgetown Road, and it is close to the intersection of I-270, I-495 and Montgomery Mall. There are many major businesses located in the nearby "Davis Tract" area, which continues to grow.

In recent years, the numbers of businesses have greatly increased and the residential population has been growing even though this area seemed to be quite heavily developed. It has experienced "infill," particularly in new housing, mostly townhouses and apartment buildings. Because of good access to transportation - major roads and the Metrorail system, the population is planned to grow dramatically—about 40% from 1990 to 2025. In 1990, just four years after the last renovation, the population in the North Bethesda Planning Area (PA 30) was 35,600. In 2000 it was 38,500 and according to the latest estimates, it is expected to have a population of 59,000 by 2025—increasing by about 5,000 people every five years. At the time of this planned renovation (around 2010), the population is expected to be 50,900.

A consultant's report indicates that approximately 12,000 square feet can be added to the building. We are recommending that 9,300 gross square feet be added.

The Davis Library is one of the busiest in the County, ranking fifth in total circulation in FY '02, yet the building is relatively small at 16,000 gsf for Davis Library uses (currently shares facility with the Special Needs Library on the lower level until 2006; then the Mobile Services

Unit will move to that space). The circulation per square foot<sup>1</sup> at this library is 41.4, which excluding the Noyes Children's Library in an historic building, will rank the second highest when the new Germantown Library is built. This library is currently too small for the amount of use it gets and, with planned growth, it will get worse. Seating for both children and adults is inadequate. Collection space is inadequate given user demand of materials, population growth in the area and the variety of materials formats offered. The collection turnover rate is 25% higher than that of the library system (5.0 versus 4.0, respectively). This library has 24,000 fewer volumes than the Rockville Library which has a comparable circulation. The biggest change though is the need to provide space for computers to meet customer needs, because so much information is delivered electronically now. With all of these demands for space, the Davis Library needs to be expanded.

In 2002, a unified information desk replaced the old children's and adult desks. The relatively small public service area, plus the location of the adult and children's area in this particular building were conducive to putting in a unified desk that worked well for both the children's room and adult areas. It benefited the library by using a smaller space for information desks (and thus added a bit more room for collection and seating) and a more efficient use of staff (staffing one desk instead of two).

The building has very good natural light, with clerestory windows (one above the circulation area and one in the adult reading area), as well as many windows. The mix of building materials inside the building (stone, brick, wallboard and cinderblock) and the architectural style are not particularly attractive. The two entrances with associated hallways and foyer are inefficient in a building that does not have a public space. The furnishings are mismatched and shabby looking. Computers were added where space could be made for them but not in an ideal location for customer use. The carpet is very worn and dirty.

There have been numerous physical problems with the building. The most serious is the HVAC system with erratic temperature control and poor ventilation. There are regular complaints from customers regarding foul odors, particularly in the lobby areas. The meeting rooms on the lower level have serious water problems with wet walls and seepage and flooding over the years. Even though a dehumidifier is used all of time, it is barely able to keep the room dry. The awning at the Democracy entrance is also a problem because of poor drainage. There are also problems with bees and wasps nests in the awning.

Technically, the Davis Library meets the ADA code. The restroom rooms have serious problems, and because of overcrowding due to the level of business, this relatively small facility has difficulty keeping required open spaces to meet the code. Areas in the children's room do not meet code due to inadequate room for shelving.

### **Summary of Renovation Needs**

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<sup>1</sup> The *Montgomery County Public Library Strategic Facility Plan, Fiscal Year 1998 to 2003* states that circulation per square foot "measurements can be used as indicators to show relative utilization and crowding of facilities. Adequate space for the library collection, for seating customers, for computer terminals for public use is an issue for these libraries. The ones at the highest end of the range may need to be expanded or there may be need for another facility in the geographic area."

- ⇒ Close the library for a full renovation and addition(s)
- ⇒ Replace the all HVAC, plumbing and electrical systems, bringing all building systems up to applicable building and energy requirements; install new management technologies; and replace the building envelope (storefront and windows); and improve the pedestrian walkways, parking lot, exterior lighting, and stormwater management.
- ⇒ Expand building envelope by 9,300 gross square feet to meet seating/collection requirements and to allow sufficient space to meet ADA requirements.
- ⇒ Provide raceways and conduit for power and cable in several zones of the building.
- ⇒ Add a delivery and staff entrance to the building; create only one public entrance.
- ⇒ Build study and tutor rooms to accommodate user needs and help with acoustics.
- ⇒ Add a children's program room to meet the needs of the community.
- ⇒ Redesign and utilize the existing space more effectively.
- ⇒ Replace all of the furniture; note that library furniture must accommodate electronic equipment and be able to sustain another 25 years of use.
- ⇒ Replace all carpet and other flooring.
- ⇒ Replace fire alarm.
- ⇒ Install sprinkler system.
- ⇒ Replace Elevator system (original jack).
- ⇒ Resurface parking lot.
- ⇒ Replace all interior lighting.
- ⇒ Replace building roof system.
- ⇒ Replace flag pole.
- ⇒ Modernize and replace the security system and add a camera system for monitoring activity in the building.
- ⇒ Replace all the shelving in the public areas. The old wood shelving is in poor condition, was rebuilt in the 1986 renovation, is inflexible and needs to be replaced with new, metal shelving with wood end panels. Metal shelving is more flexible, allowing different types of shelves for a variety of materials to be inserted. It is also easier to reconfigure, because each 3' section can be taken apart and moved as needed.

### **Site Use and Building Access**

#### ***Conditions in the Existing Building:***

- Current facility has been upgraded to make reasonable ADA accommodation.
- Delivery entrance goes into the public area and should go into the staff workroom.
- There are two public entrances to the main floor of the building and no private staff entrance.
- There is a new, handsome sign mounted on a stone wall funded with the Davis McCarn Memorial Fund and supplemented by the Davis Chapter of the Friends of the Library.
- There is no signage to indicate if building is open or closed other than posted hours on doors and a cardboard open/closed sign.
- Water and mold in the building are a major problem due to a number of

- problems including seepage through basement walls and leaking windows.
- The storefronts in the building are dated and energy inefficient.
- The doors are energy inefficient and difficult to secure.
- There is a basement entrance to the large meeting room which is unattractive and unsafe. Because of the design, leaves collect and have caused flooding in the meeting room.
- Shrubs and other plants are fair to good condition.
- With the exception of a new one, the benches are worn and rotting.
- DFS inspected the roof and it needs to be replaced as part of the renovation.
- Flagpole mechanisms are worn and do not work properly.
- A wide variety of building materials (brick, stone, siding, glass, etc) make the building look unattractive.
- A covered walkway leads the public to one of the entrances.
- There is no light on the flag.

### **Recommendations for Change:**

- Review latest ADA requirements and make changes to the building as necessary.
- Add a lighted sign to indicate if the library is open or closed.
- Landscaping, using as much as the existing as possible, must be done.
- Outside benches must be replaced.
- A single public entrance is desirable and will be adequate; it will allow the space currently used for an entrance to be used for an effective public use of the building. A staff entrance is needed for deliveries as well as for staff.
- Exterior below grade walls need to be fixed to stop water from coming into the building and windows need to be replaced to stop leaking.
- The storefronts must be replaced with energy efficient systems.
- Exterior doors must be replaced with energy efficient systems and updated locking mechanisms.
- The basement entrance to the meeting room is necessary for egress, but needs to be upgraded for safety and maintenance.
- Replace the roof.
- Renovate flagpole mechanisms.
- Install light to shine on the flag so it can fly 24 hours a day.
- Addition needs to incorporate some of existing building materials (stone and glass) and make the exterior more attractive.
- An entrance canopy is needed to make the public entrance obvious and provide protection from the elements.

### **Parking Lot**

#### ***Conditions in the Existing Building:***

- There are 123 parking spaces in the parking lot (lots is currently shared with the Special Needs Library), with 8 handicapped parking spaces on the library level and

more at the Special Needs entrance. Once Mobile Services is located in this facility, there will need to be a special parking space for the large Van. Parking is adequate for normal library use.

- The current layout is inefficient for the amount of available space.
- The signs in the lot are rusted and need to be replaced.
- The surface of the lot shows signs of weathering.
- Many sections of the curbing are broken and anchor spikes protrude from a few of them.
- Lighting is inadequate in some areas of the parking lot and in front of the building.
- Drainage is not good in parts of the lot.
- The lot is a vast expanse of asphalt, with no pedestrian sidewalks or trees.

### **Recommendations for Change:**

- Redesign the parking layout for a more efficient design. Add landscaping elements as appropriate.
- Mill and overlay the existing parking.
- Replace signs.
- Replace curbs and storm drain inlets.
- Modify storm water management flowing from the site as required.
- Replace existing lighting system with new system.
- Correct drainage problem.

### **Safety and Security**

Effective security must be provided for the staff, the public, and the equipment including library materials.

### ***Conditions in the Existing Building:***

- Motion detection system is in operation in part of the building, but it has outdated technology.
- Checkpoint materials security system is in operation.
- There is public address system.
- There is some emergency lighting, but it is inadequate.
- There are smoke alarms and visual signals for hearing impaired.
- The exit doors (storefronts w/doors) are old and need to be replaced for energy efficiency and ease of operation.
- Automatic, handicapped doors are installed on main entry doors on both sides of the building.
- A safe is in a locked room off of the staff work room.
- There are no security cameras in the building to monitor activity.
- Locking and unlocking the main doors is sometimes difficult. Even when locked, doors rattle and appear loose.

- There is no sprinkler system.
- Fire alarm system is dated.
- Remove electrical range/stove in the kitchen.

**Recommendations for Change:**

Effective security must be provided for the staff, the public, and the equipment, including library materials. Specific needs:

- Replace security system for the entire building and grounds with updated system currently used by the County.
- A materials security system must be installed at all public exits.
- Replace the public address system in the renovation.
- Update and install additional emergency lighting.
- Smoke alarms must be audible and visual for people who are deaf and hearing impaired.
- Replace public entry doors and overall storefront and automatic openers (see also “Site Use and Building Access.”)
- The safe must be in a locked room or anchored to the floor.
- Install security camera system to allow monitoring of the building by the public and staff at the information and circulation desks.
- New exterior doors will require an updated card security locking/unlocking system.
- Install sprinkler system.
- Replace fire alarm system with modern one.
- Replace electric range/stove with microwave ovens (which will be purchased with staff funds), but counter space must be available.

**Telephones**

***Conditions in the Existing Building:***

- New telephones were installed in 2002.
- Telephones operate via the County Fibernet

**Recommendations for Change:**

- Replace the telephones with the new County standard at the time of the renovation.

**Lighting, Electrical, Electronic Needs**

The interior of the building must be wired for future flexibility for a variety of equipment--both electric and electronic and voice and data lines.

## **Lighting**

### ***Conditions in the existing building:***

- Lighting is good in some places, but inadequate in others.
- There are many windows and a clerestory window allowing adequate natural light into the building.
- One of the meetings rooms has windows and the second one does not.
- Windows in several areas of the building are clouded and scratched. Windows are not energy efficient.
- Emergency and parking lot lighting are deficient. (See Parking Lot section above).
- Lighting is controlled locally with switches in several places.

### ***Recommendations for Change:***

- Lighting needs to be replaced for efficiency reasons and to eliminate spots or shadows cast from the high bookcases and customers/staff can read the labels and spines of the books.
- Update emergency lighting and parking lot lighting (see Parking Lot section above).
- Replace all of the windows with energy efficient and operable windows.
- Replace the windows in the large meeting room, providing some type of coverings to be used for programs.
- Provide lighting control panel (this panel would electronically control all lighting and can be monitored by energy management system).

## **Electrical, Electronic Needs**

### ***Conditions in the existing building:***

- Conduit runs for electricity, electronic cabling, voice and data lines are not large enough for current equipment or future expansion. As a result, there are power poles and exposed cables and wires, which have negative safety and aesthetic implications.
- Information and Circulation desks and workspace areas do not have ample raceways for wire management.
- Some workroom and office spaces do not have sufficient electrical outlets.
- Fibernet is available outside the building but there is no equipment inside to “light” it.

### ***Recommendations for Change:***

- Improve flexibility of wiring, providing conduit runs of sufficient capacity to allow for opening day and future wire insertion, as well as some blank circuits for future dedicated lines.
- Provide electrical/conduit plan that is flexible enough to accommodate future rearrangement of shelving and furniture.

- Include the addition of the County's Fibernet network needs in the electrical/conduit plan. Bring Fibernet into the building to run the telephone and computer systems. This location is currently not funded for Fibernet in the County plan.
- Provide flush mounted floor outlets and ample numbers of wall outlets at regular intervals throughout the building and wire management in all furniture.
- Reroute and add outlets in public, office, and workroom areas to meet current and future needs. Eliminate power poles.
- Upgrade electrical wiring, panels, etc. as needed.
- Replace parking lot wiring and lighting systems.

### **Acoustics**

#### ***Conditions in the existing building:***

- In general, noise carries too easily all across the library.
- Children's area becomes so noisy it is difficult to hear when talking on the telephone.
- Staff work areas offer few barriers to absorb noise or to provide for privacy and a quiet workspace.

#### **Recommendations for Change:**

- Evaluate noise and reverberation levels and bring them to standards.
- Devise a way to absorb/buffer excessive noise from the Children's area without closing off the Children's room from the rest of the library.
- Plan tutor and group study rooms to create quiet places for study and help with the noise problem (see Group Study and Tutor Rooms section).
- Provide acoustical materials to help eliminate some of the noise throughout the library.
- Plan an office arrangement or office system that addresses noise levels in the work areas (see Administrative Offices and Staff Work Spaces sections).
- Provide "sound log p" system in all conference rooms.
- Replace and relocate HVAC chiller system to address chiller noise problem.

### **Mechanical Systems, Environmental Controls & Energy Conservation**

#### ***Conditions in the existing building:***

- Direct digital control energy management system is dated.
- Ventilation/air circulation/heating/cooling are uneven and poor in most parts of the building with particularly poor conditions in the children room, the adult/reference area, staff work room and the meeting rooms (especially the small one) making the building very uncomfortable with extremes of heat or cold in some areas. The work room and Quiet Study Room can be very cold or very hot in winter or summer and



- there is no control over it.
- There are no ceiling fans in poorly ventilated areas.
- Technology of the HVAC system is outdated and inefficient and the system is generally unreliable.
- Some (not all) windows are operable, but old and are not energy efficient.
- Filtering system is very poor which results in much dust accumulation and poor air quality.
- Plumbing is generally adequate.
- Building surfaces and finishes are generally in fair condition except for paint, which is dirty.
- Provide energy monitoring system with central office control.
- Provide fire alarm with EMS monitoring from Central office control.

### **Recommendations for Change:**

- Replace the HVAC plumbing and electrical systems with new, energy efficient systems.
- Replace windows with an energy efficient system. Operable windows are required.
- Provide ceiling fans over the circulation desk.
- Replace building surfaces and finishes.

## **Signage and Tack Space**

### ***Conditions in the existing building:***

- Interior signage was replaced in 1998.
- The amount of space devoted to public bulletin boards and public handout materials is adequate but currently inefficiently designed in the two public-vestibules of the building.
- There are numerous bulletin boards: 1-4'x7' Community Bulletin Board, 1-2'x3' Davis LAC/FOL Bulletin Board and 1-2'x3' local civic association bulletin board. The bulletin board area needs to be consolidated but the amount of allocated space is generally adequate.
- The area for public handout materials has 61 linear feet of space for pamphlets, flyers, newspapers, etc.
- Exterior signage is inadequate with the exception of the new stone wall sign in front.
- Exterior stairway has structural problems.

### **Recommendations for Change:**

- Replace signs with new signs that meet the requirements of the redesigned spaces within the building. Lettering needs to be large and clear, meeting the needs of the diverse community. Use differing types of furniture to help define function and

- purpose of the public areas, allowing the public to easily use the building.
- The public entrances into the building, which contains the tack space and handout areas, need to be redesigned for efficiency and ease of use (see the section of Library Entry for details).
- Replace the current bulletin boards and public handout fixtures, providing approximately the same amount of square footage to boards and linear feet for handouts.
- Replace all exterior signage with the one exception noted above.
- Renovate the exterior stairway to meeting room and mechanical room.

### **Carpeting, Finishes and Furniture**

#### ***Conditions in the existing building:***

- The carpeting is worn and dirty.
- The carpeting behind the circulation desk is not padded and staff are on their feet all day.
- Walls need repainting.
- Furniture is wearing under heavy public use, and will be more than 25 years old when the library closes for renovation, and in generally poor condition.

#### **Recommendations for Change:**

- Replace carpeting with grade that will withstand heavy public use and last at least twelve years. The yearly foot traffic was 494,000 for FY03.
- Install carpet pad under the carpet behind the circulation desk.
- Paint walls and other surfaces as needed inside and outside of the building.
- Walls that are in areas with heavy book truck and book tub traffic must have a protective surface to protect them from scuffing and marking
- Replace all furniture. For specifics, see furniture needs in the individual spaces in the section, **Components of the Davis Library**.

### **Shelving Summary**

The Davis Library currently has wood shelving that was in the original building and then reconfigured, rebuilt and reused in the last renovation. It cannot be effectively rebuilt again. Also, the old wood shelving is not as flexible as the type we purchase today. Metal shelving may be taken apart and put back together with relative ease. A variety of shelving for a variety of materials also makes it more flexible. Replace the wood shelving with metal shelving with wood end panels.

There is also some JD shelving (used primarily for media and paperbacks) and some plastic end-stack-shelving. This shelving also must be replaced as part of the renovation. The new type of metal shelving can accommodate media and paperbacks, is more substantial, and collections can be moved into any of the units.

## Future Technology

### Radio-Frequency ID (RFID):

Radio frequency identification (RFID) is a replacement for the barcode based inventory systems currently in use by library systems. It is a proximity-based (i.e. non-contact) automatic identification and data collection system. RFID is a benefit to library systems by allowing better inventory management, providing effective theft deterrence, and allowing greater customer self-service options. Inventory is managed better by allowing staff to focus less on the physical handing of materials and more on direct customer service and profiling the collection to the needs of the community. Theft deterrence is more effective since all RFID tags have security features built-in (unlike barcode technologies). Lastly, RFID enhances self-service options by increasing ease to use, reducing time spent in queues, and ensuring privacy of borrowing habits.

RFID systems include the following components:

1. **RFID Tag:** RFID tags are the actual barcode replacement.
2. **Portable Stock Management Scanner:** A handheld scanner or “wand” style reader. It is used to collect inventory data, search for items for retrieval or weeding and detect items out of order items.
3. **(Self) Checkout Station:** A station checks out the materials, de-activates the security tag, and prints a receipt.
4. **Theft Detection Gates:** Gates are used to check the status of the security bit within the RFID tag.
5. **Book Return:** RFID systems incorporate specialized book return drops that will automatically check-in the book as it passes through. This guarantees an immediate update to the customer’s record.
6. **Sorting Station:** A station that can automatically sort materials by location for easy shelving or transit.

This technology is just coming into the public library market, and larger libraries are looking seriously at these products for their buildings. While we are unable to provide for the Program of Requirements an assessment at this time of the cost-effectiveness of RFID technology for our library renovation and construction projects, it is important for this technology to be included in the cost analysis for all projects.

## **COMPONENTS OF THE DAVIS LIBRARY**

In the following sections, the components of the Davis Library (the activities, participants, area required for the activity, the environment desired, equipment, furnishing and adjacencies required) are described component by component. After each component, recommendations for change will follow.

The designer shall provide space and systems as required for all furniture and equipment noted in the following spaces. Additionally, the designer shall include all furniture and equipment referenced by [CC] in the construction contract.

### **Library Entry**

In a public library, the Circulation Desk needs to be close to the library entry. It is also important to have an attractive community information area containing bulletin boards, community information display area, lounge chairs and tables, and space to accommodate customers to line up in front of the Circulation Desk and to enter or exit the programming rooms.

The public entrance at the Davis Library currently consists of two vestibules, handout areas, and lobby area. The two vestibules are large and take up too much valuable library space, although they do allow for sufficient wall space area for distribution and display of the numerous pamphlets, flyers, and newspapers. In a building lacking space for public functions, this inefficient layout is wasteful.

Between the two public entrances is the circulation desk. This entry area also contains some displays of popular, high demand materials. Because of the inadequate size and configuration, the area becomes very congested with people entering and exiting the library and queuing up to check-in and check-out materials, pay fines, etc.

As one passes by the circulation desk to get into the adult and children's sections, there is an open area with some seating and book displays.

Materials are shelved on a variety of shelving and display units for marketing purposes. The area is quite crowded because of space limitations within the building. Materials are shelved on:

- Wood shelving – new fiction, new non-fiction, oversize books
- Wood display cubes – merchandizing and browsing
- Wire JD shelving – 7-Day Express books, new paperbacks, mysteries, historical fiction and thrillers
- Wood shelving – Librarian's Choice

### **Conditions in the Existing Building:**

The lobbies should be consolidated into one public entrance if possible to consolidate and

conserve space.

- The entry is very crowded with not enough space for a needed large circulation desk, self charge machines and customer queuing.
- Theft detection equipment is in place.
- People counter system is in place and works well.
- There are three copy machines in an alcove in the entry/circulation desk area, which is very crowded.
- The pamphlet, flyer and newspaper display area is adequate in size (61 linear feet) but in the two entrance ways.
- There is adequate bulletin board space (totaling more than 40 square feet), but again it is in two places and needs to be consolidated.

**Recommendations for Change:**

- Create a single public entrance into the building with adequate space for pamphlets and flyers.
- Provide a delivery entrance into the staff workroom.
- The entry needs to open into a space large enough to accommodate a very busy circulation desk [CC] (see Circulation Desk section of the POR).
- Provide adequate space for three copy machines in an area convenient for customers, supplying a separate electrical unit for each machine.
- The entry area needs to be larger to allow for more space for people to enter and exit the building (the main circulation patterns), for people to checkout (a combination of staffed and self-check out machines, space for customers to queue up to check in and check out, and space for new materials and collection merchandising).
- Update the materials security system [CC] to be compatible with a new self-charge system.
- Replace the pamphlet, flyer and newspaper display racks/fixtures and consolidate in a single area.
- Provide a consolidated bulletin board space and new bulletin boards [CC].

**Circulation Desk**

Activities at the Circulation Desk include: check-in, renewal and check out of library materials, pick up of reserved and located materials, user registration for library cards, and back up telephone answering. Additional services include purchase of Metro Cards and Ride-On passes. Returned library materials are checked in and sorted into book trucks and tubs for shelving or forwarding to other libraries. Reserve books are stored on shelved behind the desk. Miscellaneous supplies and materials essential to the Circulation function are stored in and under the desk.

During peak times, as many as 15 people may queue up to receive the services provided by staff at this desk. Two to four staff members may be scheduled on the desk depending on public demand. A minimum of 70 linear feet is needed for each circulation terminal, self-check out machines, a registration area, a cash register, and a shared printer for the circulation system.

Each of the circulation workstations will require space for a monitor, scanner, printers and desensitizer for the new security system, due date stampers and other supplies, in addition of space to stack up books on both sides of the terminal (minimum of 6' per workstation). The desk must have adequate space with clear circulation pattern for the queuing of lines at the check out stations (in front of the desk), and ample space behind the desk for at least 10 book carts, 2 sorting tubs and shelving for reserves/located items.

The Circulation Desk must be adjacent to the entrance to the staff workroom. The desk should also be placed in a manner which allows staff to help monitor activity in the building.

***Conditions in the Existing Building:***

- Circulation desk is very small and was not designed for computer terminals, printers, security systems, telephones, and the cash register and lacks the proper channels for wiring and cabling.
- The circulation desk area is too small for four terminals and the volume of circulation.
- Because of lack of space, there is no self-charge machine, even though due to level of business, Davis should have one.
- There is no security system that requires desensitizing materials before checking out.
- There are 3 tubs in use—1 under the desk to catch returned materials belonging to other branches and 1 near staff entry used to sort returns and holds, 1 of which is in the workroom due to space restrictions, and there are also 11 book trucks in use.
- Space behind the desk is inadequate and crowded.
- There is adequate space in the desk to store materials.
- There is not enough shelving behind the desk for holding awaiting pick-up.
- There is a silent alarm under the desk.
- 3 adjustable drafting chairs are in fair condition.
- There is a buzzer from the circulation desk to the workroom.

**Recommendations for Change:**

- Provide a new Circulation Desk [CC] that meet ergonomic standards for a combination of five staffed and self-charge workstations, with adequate space for the electronic equipment and a proper wire/cable management system and with well-arranged storage space (placement and depth) underneath. For the staffed stations, there needs to be knee room under the workstations so staff can sit on the stools. (see attached Ergonomics report)
- Provide shelving [CC] (90 linear feet) for self-pick up of holds.
- Provide Circulation Desk with enough space to accommodate 2 depressible book tubs and 11 book trucks.
- Provide 90 linear feet of shelving [CC] for holds which may be behind the circulation desk or may be self service in the customer area – to be determined.
- Provide 4 ergonomic, adjustable drafting chairs,
- Add 1 self-charge machine.
- Provide a buzzer from the circulation desk to the workroom [CC].

## **Book Drop**

Book depositories should be convenient to the parking lot and entrance to the building, and slots should empty into dry, well-ventilated, fireproof rooms.

### ***Conditions in the Existing Building:***

- The book drop room is approximately 50 square feet and has a sprinkler system (protected by Haylon) and is generally adequate.
- There are two slots for returned materials, which is adequate, but needs to be redesigned.
- Access for customers to the book drop is adequate, however, because there are two public entrances to the building, it is not easily found by the customers.

### **Recommendations for Change:**

- Remove Haylon system (replace with sprinkler system).
- Relocate the book drop to a place easily found by the public.
- Provide clear signage to enable the public to easily find the book drop.
- Redesign book drop so that books don't get jammed on chute.

## **Combined Information Desk**

The library has a combined adult and children's information desk with three workstations which is located in a good place and works well. Depending upon the size and configuration of the library, a combined desk is generally desirable, because it allows for a more efficient use of staff.

The information desk is the place where staff helps the public access and use the library services and resources, both in person and by telephone. The desk needs to be highly visible, situated in the overall open area with a well-defined design and signage, and within sight of the Children's Information Desk and the Circulation Desk. The desk must be wired as flexibly as possible to accommodate the electronic future whose dimensions are not specifically definable.

The general public (from very young children with caregivers to senior citizens), plus three to four librarians use this space. The Information Desk needs to be in close proximity to both the children's and adult areas, preferably between them to allow staff to work with customers using both collections.

### ***Conditions in the Existing Building:***

- Desk has good visibility from the library entrance and from the Circulation Desk.
- The information desk is located near the entrance to the Children's area and is partially in the adult area.

- At the information desk there are:
  - 3 computers--3 scanners and 1 network printer
  - 3 telephones
  - 2 chairs for customers
  - 3 adjustable, ergonomic chairs in fair condition for staff workstations
  - 1 TTY
  - Because of the level of business, four workstations are needed at peak times.
- There is a buzzer system to the workroom.
- Davis Library got a new phone system in 2002.
- In close proximity to the information desk, there are:
  - 1 direct dial patron telephone
  - 1 TTY

**Recommendations for Change:**

- A combined Adult and Children's Information Desks [CC] in the newly renovated library in a place that serves both populations well is highly desirable.
- Note: Separate desks would be acceptable **only** if the building layout prohibits combining the desk. If two desks are necessary, place the new Information Desk in line of sight to the Children's Desk, the entrance, the Circulation Desk, and as much of the library as possible.
- Replace the Information desk that meets ergonomic standards with a new unit: 29" high and 30" deep (see attached report).
- Due to the volume of business, a total of four work stations should be planned with space for 1 PC each and 1 network printer. The desk design should:
  - be of a design that allows for wiring and cable management and for future expansions or additional components as needed;
  - provide sufficient counter top--length and width--to allow the addition of 1 piece of electronic equipment in the future without additional space or wiring;
  - provide openings between the workstations in two or three places for easy access to the collections, for assisting customers or for responding to telephone questions;
  - provide a counter top (approximately 29" high and recessed if necessary) and 2 chairs for customers using the direct dial telephone to other libraries, or needing a high degree of assistance, or to accommodate persons with disabilities;
  - provide a unit with 1 file drawer and 1 regular drawer to the side of each workstation, plus another unit with regular drawers.
  - Provide 4 new staff chairs
- Depending upon the year of the renovation, a new telephone system may be needed. A total of 4 telephones for information desk staff workstations.
- Provide 240 linear feet of shelving [CC] for Ready Reference books and other materials.
- Provide space near the information desk for a table with the TTY and direct-dial telephone for customer use.
- Provide a buzzer [CC] to the workroom.



## Adult/Reference Area

This space houses the Adult circulating collection as well as the reference collection. It is used by staff and customers for information searches, browsing, studying, and reading. It houses Adult library book materials and shelving, OPAC's, and tables and chairs for seating. Adult Services must be maintained as a single core unit for library services.

All areas must be easily accessible from the Information Desk with as much visibility as possible. It is best to have the Reference collection, OPAC's and other electronic equipment close to the Information Desk so staff can efficiently help users with their information needs.

### *Conditions in the Existing Building:*

#### *Circulating Collection:*

- There is inadequate shelving for major parts of the collection.
- The **Non-fiction** and **Biography** collections are shelved on 1,400 linear feet of wood/steel shelving, which is inadequate.
- The **Fiction** hardback collection is shelved on 1,000 linear feet of wood shelving, which is inadequate.
- The **Mystery** hardback collection is shelved on 243 linear feet of wood shelving, which is inadequate.
- The **Westerns** hardback and paperback collections are shelved together on 27 linear feet of wood shelving, which is adequate.
- The **Science Fiction** hardback and paperback collections are shelved on 84 linear feet of wood shelving, which is adequate.
- The **Short Story** hardback and paperback collections are shelved together on 33 linear feet of wood shelving, which is adequate.
- The **New Books** hardbacks and paperbacks are shelved and displayed in two areas – one near the Information Desk and the other by the Checkout Desk lines. The display areas also contain Librarians' Choice, 7-Day Express. It is shelved on wood and wire shelving, using 160 linear feet of shelving. Display space is inadequate.
- Popular **Paperbacks** are separate from the core Adult collection, shelved on wire (JD island units and some attached to the walls) shelving and in plastic end-of-stack units. There is approximately 260 linear feet of shelving which is inadequate.
- **Browsing** areas include the New Book and Librarian Choice areas; wire shelving holding mysteries, historical fiction and thrillers; as well as a display cube near the entrance.
- Because the Special Needs Library is on the lower level of the building and shelving spaces is limited, the Davis Library uses their extensive **Large Type (LTE)** collection. When the SNL is closed, a collection of LTE books are brought up for customer browsing. When the Special Needs Library permanently moves to the Rockville Library in 2006, the LTE collection must be on the main floor of the library with the Davis Library Collection.

- Popular **Videos** are shelved on 42 linear feet of wood shelving, which is adequate.
- **Taped books** are shelved on 64 linear feet of wire (JD) shelving, which is inadequate.
- **CDs** are stacked on wire (JD) shelving, using about 36 linear feet of shelving, which is inadequate.
- The **Literacy and Non-print (Tapes, Kits, CDs, Videos) World Language** collection is shelved on 28 linear feet of shelving, which is inadequate.
- The **Reading List** collection and **Cliff** and **Monarch** notes are shelved on 123 linear feet of shelving, which is inadequate.
- **World Language Collection.** Davis Library has no world language collections. It does have some periodicals but not enough titles to meet community needs/demands.
- **Periodicals** are located in an area of the adult reading room. (See Periodical Section).
- There is inadequate floor space for displays with the current newspapers, consumer and business references in the Adult area.
- Adult reading area has:
  - 11 lounge chairs (poor condition),
  - 6 tables (poor condition)
  - 24 study chairs (fair condition)
- There is not enough reading room space or table/chair and lounge seating in the Adult area.

### **Recommendations for Change:**

- Design each collection in the Adult area to be well defined and signed to enable customers to find specific collections easily.
- Shelving:
  - Use some of the 9,300 gsf library addition to meet the collection (shelving) needs of adult customers listed below.
  - Additional shelves for 10,000 volumes is needed for the collections where space is noted as inadequate above (non-fiction, fiction, mystery, new books, paperbacks, taped books, CDs, literacy and non-print collections).
- Furniture:
  - Provide 6 new tables.
  - Provide 24 new chairs.
  - Provide 12 new lounge chairs
  - Provide 3 new end tables.

### **Reference Collection**

Although there will always be some print reference, the move is toward more electronic materials. The space of the reference collection is adequate but there is not enough seating for customers to work with resources in the library.

### **Conditions in the Existing Building:**

The collection is shelved on:

- 537 linear feet of shelving, which is adequate.
- 2 (non-matching) atlas stands
- The furnishings are as follows:
  - There is 1 table
  - There are 4 chairs
  - There are 7 study carrels
  - There are 7 chairs for the carrels
  - There is 1 Dictionary stand

**Recommendations for Change:**

- There is adequate shelving space.
- Provide 2 new tables
- Provide 8 chairs
- Provide 2 atlas stands. [CC]
- Provide 1 dictionary stand. [CC]

**Periodical Collection/Special Collection**

The periodical collection is used by the general public and staff for browsing, borrowing, and research. Customers of all ages may use online or print indices to access articles on current and past subjects. The Davis Library has sufficient space for magazines, but not for newspapers. Periodicals are heavily used in the library, and there should be more space available to provide a relaxing and informal area with comfortable chairs for customers. At present, there are no tables or chairs specifically associated with this area. This section needs to be near the some computer workstations to access electronic periodicals.

***Conditions in the Existing Building:***

- Current newspapers are located on wire newspaper racks. There are 14 shelves for English-language and 7 shelves for other languages. This space is inadequate.
- Back issues of the newspapers are located at the back of the library near the fiction and are shelved on 45 linear feet of wall mounted shelving.
- Current magazines are face-out on wood slant shelving with the magazine for the current year shelved behind the slant shelf, for a total of 105 linear feet, which is adequate.
- Back issues of magazines are at the back of the library near the fiction with a total of 120 linear feet, which is adequate.
- Consumer and business periodicals are located in the reference area, using 33 linear feet, which is adequate.
- Because of space constraints, there is no dedicated seating to the periodical area, although many customers come in to read this collection.

### **Recommendations for Change:**

- Newspapers and periodicals should be consolidated into the same area and periodical area should be well defined with comfortable seating for leisure browsing with a small table for placing magazines:
- The current quantity of shelving for this collection is adequate, but it must be replaced with:
  - Special periodical shelving for magazines and all newspapers.
  - Regular shelving to store magazine back issues.
- Area should be flexible for future accommodation of electronic accessing equipment.
- Provide small display area for featured periodicals (Consumer, Business or world language periodicals).
- Place some of the OPAC's in this area.
- Provide new seating for the users of this collection as follows:
  - 1 table
  - 4 chairs
  - 6 lounge chairs
  - 3 end tables

### **Children's Area**

- The Children's room is too small for the collection and seating needs given the level of business. It is physically separated from the rest of the library by a wall. While these walls do confine some of the noise to the children's room, it allows no flexibility to expand that area as needed.
- Children's print materials were 43.5% of the FY 02 print circulation (adult was 55.1% and young adult was 1.4%). (The library system average is: 50.8% adult, 47.7% children's and 1.5% young adult). The allocation of space for the Children's versus the Adult circulating collection should be reconsidered before renovation.

#### **SEATING:**

- The **Picture Book area** is too small, undefined and should be more inviting.
- Current Picture Book furniture include:
  - 1 table
  - 5 chairs
- Need more tables and chairs in Picture Book area.
- Seating in the Picture Book area is in poor condition.
- **Elementary-age area** furniture includes:
  - 3 table
  - 12 chairs
- There is not enough seating for upper elementary students.

#### **COMPUTERS**

- There are 1 OPAC's and printer.
- The children's room need space for a minimum of 4 OPAC's and a networked printer

**SHELVING/COLLECTION:** The majority of the shelving is old, wood shelving that was in the original library and was rebuilt and reconfigured in the first renovation. It needs to be replaced with metal shelving with wood end panels. The new metal shelving is adjustable and interchangeable, allowing for a variety of shelves for a variety of formats can be inserted into the unit as needed. There is also some wire shelving (JD is the brand name) which was purchased because it was inexpensive, but it is unattractive.

Because the amount of shelving is inadequate, books are shelved on the top of the lower bookcases, which is unattractive and unsafe because books sometimes fall off the sides. There are many books in storage because there is not enough shelving in the children's room. In order to provide good customer service and the efficient use of staff time, all but the holiday books need to be moved to the public area.

Children's shelving is generally 72" at its highest (fiction and non-fiction) and 48" to 60" high for Picture Books.

- There are 200 linear feet of **Picture Books** in the public area, 293 (1/2 holiday & 1/2 regular collection) linear feet more in storage area, totaling 493 linear feet, which is inadequate.
- There are 477 linear feet of **Non-fiction** in the reading area, 21 linear feet more in storage area, totaling 498 linear feet, which is inadequate.
- There are 135 linear feet of **Fiction** in the reading area, 80 linear feet more in storage area, totaling 215 linear feet, which is inadequate.
- There are 45 linear feet of **Science Fiction**, which is inadequate.
- There are 54 linear feet of **Mysteries**, which is inadequate.
- There are 51 linear feet of **Blue Tape (beyond beginner)** books in the reading area, which is inadequate.
- There are 57 linear feet of **Yellow Tape (beginning readers)** books in the reading area, which is inadequate.
- There are 192 linear feet of **Paperbacks** (regular and series) in the reading area, which is inadequate.
- There are 45 linear feet of shelves for the **Parent-Teacher** collection, which is inadequate.
- There children's Reference books are integrated into the adult reference collection and space is adequate.
- There are 12 linear feet of **Periodicals** shelved on a plastic wall rack, which is inadequate.
- There are 107 linear feet of wire shelving (JD) for **Videos, Audiocassettes, taped books and CD's**, which is inadequate.
- There is 18 linear feet of **display shelves for materials**, which is inadequate.
- There is no place to **display flyers and bookmarks** in the children's area.
- There is an additional 264 linear feet of holiday books in the children's storage area,

which is inadequate.

**Recommendations for Change:**

- Use some of the 9,300 gsf of the library addition to meet the space needs for collection (shelving), computer and seating needs for the children using this area, as listed below.
- Define the Children's area, and consider relocating this area.
- Provide acoustical insulation to lessen the noise.
- Provide a defined Picture Book area.
- Provide 3 tables for Picture Book area (replacing 1 table – the balance is in addition to the current).
- Provide 12 chairs for Picture Book area (replacing 5 chairs – the balance is in addition to the current).
- Provide 5 tables for Elementary-age reading area (replacing 3 tables – the balance is in addition to the current).
- Provide 20 chairs for Elementary-age reading area (replacing 12 chairs – the balance is in addition to the current).
- Provide two chairs that will comfortably fit an adult and child in each to allow reading together.
- Provide additional shelving to meet the needs of the Picture Book, Non-Fiction, Fiction collections – approximately 6,600 new volumes, plus space to bring materials back from the workroom to the public area – for a total of 650 linear feet of shelving.

**Children's Programming Space**

**Move to Lower Level of the Davis Library with Mobile Services and Meeting Rooms**

**Children's Room Storage**

**Move to Lower Level of the Davis Library with Mobile Services and Meeting Rooms**

**Online Public Access Catalogs (OPAC's)**

Currently, the public access catalogs are centrally located in the Adult reading room. There is only room for one in the Children's room. They are heavily used for the Internet, word processing, to locate library materials for the local branch and the whole library system and numerous reference and information sources on the central SIRSI processor (including an on-line encyclopedia, magazine indices, directories, etc.). More and more electronic reference materials are being published and used and print reference continues to diminish. The OPAC system is the main reference and information tool for the staff and library customers. The system has changed dramatically in the last several years and will continue to do so. The area must be designed for continuous change and growth.

Customers use the OPAC area, often with the assistance of staff. It should be highly visible, well signed, positioned to avoid glare on the screens, provide ample space for traffic, and convenient to the Information Desk.

***Conditions in the Existing Building:***

There are a total of 24 OPAC's, 19 of which have word processing for public use in the building. Some computers are on high workstations and require stools, and some on desk-height workstations with regular chairs. One OPAC has a larger monitor with special ADA compliant software. Several are wheelchair accessible. There is one OPAC in the Children's area, which is networked to the Information desk printer, because there is no space for a printer by the OPAC. The number of OPAC's is inadequate and does not meet public demand. Space needs to be multi-functional and easily adapted to different uses as needs change.

**Recommendations for Change:**

In addition to the 24 existing public OPAC's, 13 more are required (8 for adults and 5 for children) for a total of 37 PCs in the renovated building.

- Position OPAC stations in sight of Information Desk(s).
- Combine OPAC stations into one central area and/or in several clusters with no glare, or provide anti-glare screens for monitors.
- Provide furniture for 37 OPACs, with enough space for a pc, keyboard and workspace on the side (each 36" to 42" wide).
- Provide furniture for 9 printers.

**Copy Machines**

***Conditions in the Existing Building:***

- There are 3 copy machines in a very crowded alcove off of the circulation area.

**Recommendations for Change:**

- Adequate space must be provided for 2 copy machines (the Department is cutting the number at each branch in FY04) to be located near the entrance and the Adult reading area (copy machines are leased). Each requires a dedicated circuit.

**Young Adult (YA) Collection**

Young adult customers use this area to study and browse informally for books and other materials displayed for their interest in informational, recreational, and homework needs. This area should be incorporated into the Adult reading room, and be well defined and informal in character with comfortable seating and attractively designed for young adults.

***Conditions in the Existing Building:***

- YA collection is currently in a corner near the Quiet Study Room. The space allowed is inadequate.
- YA hardback fiction and non-fiction is shelved on two units, some slanted wood units and a wire shelf next to a column, which is inadequate, mismatched and very shabby looking.
- Paperback fiction and non-fiction is located underneath the Quiet Study Room window in the YA Area and in plastic wall mounted units. There is a total of 72 linear feet of shelving, plus the plastic units, which is inadequate.
- There is not a display area of any significance.
- The collection (hardbacks, paperbacks and periodicals) totals 256 linear feet, which is inadequate.
- There are:
  - no tables with chairs
  - 4 lounge chairs in fair condition
  - 1 end table in fair condition

**Recommendations for Change:**

- YA should be separated from the Children's area and part of the Adult area, though in a clearly defined space.
- Provide adequate shelving to meet the needs of the collection.
- Provide following furniture.
  - 6 lounge chairs
  - 1 end table
  - 2 tables
  - 8 chairs
- Provide a bulletin board [CC].
- Provide display shelving.

**Quiet Study Room**

The Quiet Study Room provides a space away from the telephones, computer noise and talking. Currently, customers are not allowed to use computers in the Quiet Study Room because customers want it to be truly quiet. The room is heavily used.

***Conditions in the Existing Building:***

- The Quiet Study Room has:
  - 31 carrels in fair condition
  - 26 chairs in fair condition
  - 1 dictionary stand

**Recommendations for Change:**

- Provide two, smaller Quiet Study Rooms, one that is powered and allows customers



- to use their computers and the other that is not – truly quiet.
- Provide **each room** with space for:
  - 16 new carrels
  - 16 new chairs
- Provide electrical outlets for lap top computer use and other conduits for cables for computers in one of the Quiet Study Rooms.
- The rooms need to be glassed in from floor to ceiling (butt glass) to allow for monitoring and bringing light into the room.

### **Group Study and Tutor Rooms**

Because of the heavy use of this library by students and by tutors, it needs some small rooms designed for group study. This type of room helps keep the library as a whole quieter and allows small groups to work together.

#### ***Conditions in the Existing Building:***

There are no group study or tutor rooms in the building.

#### **Recommendations for Change:**

- Provide two Group Study Rooms. Provide for each:
  - Provide a table
  - Provide 6 chairs
- Provide two Tutor Rooms. Provide for each:
  - 1 table
  - 3 chairs
- For all of these rooms:
  - Provide electrical outlets for lap top computer use and other conduits for cables for computers.
  - The rooms need to be glassed in from floor to ceiling (butt glass) to allow for monitoring and bringing light into the room.

## **ADMINISTRATIVE OFFICES AND STAFF WORK SPACE**

**Note: Office sizes must comply with the Montgomery County Space Planning Standards.**

### **Library Manager's Office Space**

The Library Manager is responsible for all branch operations. A private workspace is essential.

#### ***Conditions in the Existing Building:***

- The current office is adequate in size and location—with windows.
- There is:
  - 1 very old, wooden wall unit bookcase with 11 shelves (33 linear feet,
  - 1 old desk that does not meet ergonomic standards,
  - 1 ergonomic chair,
  - 1 file cabinet, 4 legal-size drawers (in the 1970's shade of green!),
  - 2- 3' x 2' bulletin boards, and
  - 1 PC for word processing, e-mail, Internet, and Circulation, on a peanut workstation
  - 2 armchairs in fair condition

#### **Recommendations for Change:**

- Evaluate the condition of desk and if condition warrants, replace it with one of executive size with space for a PC and with locking drawers for safekeeping of confidential staff records.
- Evaluate the condition of the following and if condition warrants, replace them.
  - 1 ergonomic chair,
  - 2 guest chairs for visitors,
  - 1-4 drawer file cabinet,
  - 33 linear feet of wall mounted shelving [CC].
  - 2 Bulletin Boards [CC]

### **Senior Librarians' Office Space**

The Senior Librarian oversees the work of the Adult and reference services staff and the entire Adult circulating collection. Because this position supervises several people, a private workspace is desirable.

#### ***Conditions in the Existing Building:***

- Office is used by 1 Senior Librarian.
- There are:
  - 12 linear feet of wall shelving.
  - 1 desks, which is not ergonomic,
  - 1 chair, which is not ergonomic,

- 1 – 3.5' x 3' bulletin board
- Adjacent to the general workroom
- No PC for word processing, e-mail, Internet, and circulation
- 2 old side chairs in poor condition.

**Recommendations for Change:**

- Evaluate the condition of the desk and if condition warrants, replace it with an executive size desk with space for a PC and with locking drawers for safekeeping of confidential staff records.
- Evaluate the condition of the following and if condition warrants, replace them:
  - 24 linear feet of wall shelving [CC]
  - 1 4-drawer file cabinet,
  - 1 ergonomic chair, and
  - 2 side chairs.

**Children's Services and Adult Services Librarians' (LIIs) Office Space**

**Currently, the Children's Services and Adult Services Librarians share an office and both are located on the upper floor of the Davis Library. After the renovation, the Children's LII will be located on the lower level along with the non-supervisory children's staff and Children's Program Room. The Adult LII will be located on the upper floor.** They are the lead workers for the Children's services and Adult services staff, Young Adult Services and oversee the circulating and reference collections. These librarians are usually responsible for public programming. A private workspace for each is desirable.

***Conditions in the Existing Building:***

- A rather crowded office houses these two librarians.
- 2 old desks, which are not ergonomic.
- 2 old chairs, which are not ergonomic.
- 2 old file cabinets.
- 1 side chair in poor condition.
- 1 storage table, about 4' long x 24" deep, which was intended to be used for a PC.
- 72 linear feet of shelving.
- There is no PC in this office for word processing, e-mail, Internet, and circulation for the 2 librarians to share.

**Recommendations for Change:**

Provide separate offices. The Children's LII will be located with the Children's staff on the lower level by the Children's Programming Room. For **each** office:

- Provide an executive size desk with space for a PC and with locking drawers for safekeeping of confidential records.
- Provide the following:
  - 36 linear feet of wall shelving (used primarily for overflow adult collection

- materials and materials staff are working with) [CC],
- 1 4-drawer file cabinet,
- 1 ergonomic office chair,
- 1 side chair for each office, and
- 1 bulletin board – 3’ x 6’ [CC].

### **Non-Supervisory Adult/Reference Services and Children’s Librarians and Associates**

There are 2 part time Librarian I’s and 1 full time Library Associates assigned (unless this position is going to be changed back, 2 part-time LASS positions) to Adult/Reference Service (full time position currently vacant) and 3 part time Librarian I’s assigned to Children’s Services (**the Children’s staff will be located on the lower level with the Children’s LII and the Children’s Programming Room**).

#### ***Conditions in the Existing Building:***

ALL non-supervisory staff—information and circulation—are scattered around work spaces in the back room work area. Each person has approximately 4’ of counter space to work on. They each have two shelves above their work space. Each has an ergonomic chair (old, worn), a built in two-drawer file cabinet. Four telephones are located on either side of the work room for staff to share. The work room is a very busy space and this arrangement allows for no quiet or privacy for staff, making it difficult to accomplish work without interruption.

#### **Recommendations for Change:**

*See recommendations under Staff Workroom and Facilities, General Workroom, next page*

### **Circulation Supervisor’s (LAS) Office Space**

The Circulation Supervisor is responsible for supervising the entire circulation staff and the circulation function of the library. A private office is desirable.

#### ***Conditions in the Existing Building:***

- The LAS office has a private office right next to the circulation desk, which is a good location for supervision. There is a window to the circulation area and another to the outside.
- There are:
  - 18 linear feet of shelving,
  - 1 old desk, which is not ergonomic,
  - 1 ergonomic chair in good condition,
  - 1 2-drawer cabinet – old,
  - 1 PC workstation, which is not ergonomic, and
  - 1 PC for word processing, e-mail, Internet, and circulation.

***Recommendations for Change:***

- Provide an executive size desk with space for a PC and with locking drawers for safekeeping of confidential records.
- Provide the following:
  - 1 ergonomic chair.
  - 2 side chairs.
  - 18 linear feet of shelving [CC].
  - 1 3-drawer file cabinet.
  - 1 bulletin board [CC] .

**Library Assistant II (LAI) Office Space**

The LAII is the circulation person in charge when the LAS is not there. The LAII often also supervises the shelving assistants. Because this position supervisors several people, a private workspace is desirable.

***Conditions in the Existing Building:***

- The LAII has a desk in the open part of the workroom.
- There is:
  - no shelving,
  - no PC,
  - 1 old desk, which is not ergonomic,
  - 1 chair in fair condition.

**Recommendations for Change:**

- Provide a private or semi-private space,
- Provide an executive size desk with space for a PC and with locking drawers for safekeeping of confidential records.
- Provide the following:
  - 1 ergonomic chair.
  - 2 side chairs.
  - 18 linear feet of shelving [CC].
  - 1 3-drawer file cabinet.
  - 1 bulletin board [CC] .

## **STAFF WORKROOM AND FACILITIES**

### **General Workroom**

The general workroom is a large open space that provides ergonomic, island workstations for non-supervisory staff, space for circulation back room functions (check-in, processing of new materials, mending, weeding, etc.), space for volunteers, and staff OPAC's (used for word processing, Internet, e-mail, etc.).

#### ***Conditions in the Existing Building:***

The workroom is open with 4' work spaces for staff along the perimeter of the room. Most of the work spaces for circulation staff are along one wall. The chairs are old, in fair to poor condition and generally do not meet current ergonomic standards.

- There are 16 chairs in fair to poor condition.
- 8 staff members share this area at various times, plus 5 pages (shelving assistants) and 5 volunteers (there may be as many as 10 individuals working at any given time).
- There are 2 PCs for circulation functions.
- There are 2 PCs for periodical functions.
- There is 3 PC for staff word processing, e-mail, etc.
- There is no privacy between workstations.
- There are wall-mounted shelves above the desks.
- There is 1 typewriter and typing table with non-adjustable chair (poor condition).
- Supplies are kept in a variety of places because there is no one place to consolidate them (Xerox paper boxes kept in the LAS office, PAC Paper kept underneath a desk used to check in periodicals, handouts kept on small table and on floor beside the LAII desk, used printer cartridges shelved above circulation PCs, plus miscellaneous supplies kept on a large table in the center of the workroom), however, the bulk of them are kept on a wood shelving unit near the staff kitchen and book drop room.
- There are 5 separate bulletin boards for schedules and official library notices scattered about the staff areas.
- There is one fax machine.

#### **Recommendations for Change:**

Reconfigure and redesign the work room to make space more efficient and to make it flexible for the future when the nature of work and the size of the staff complement are very likely to change. An arrangement grouping staff together by specialty is desirable (adult/reference services staff, children's staff, circulation staff). Use systems furniture that can be reconfigured to define work spaces, giving more definition and privacy and quiet to each staff members' space.

- Provide space for 17 staff members—some information and some circulation, and some of the workstations for staff to share (check-in, periodical PCs, email PCs, etc.) and space for volunteers to work:

- 17 desk units, each with
  - 2-drawer cabinets
  - 8' of shelving above [CC],
- 17 ergonomic chairs
- Provide a workstation for a volunteer and 1 ergonomic chair for the volunteer workstation.
- Provide electrical/cabling access to all workstations enabling each staff member to have a PC in the future.

### **Closed Stacks or Storage**

Most new libraries are being built with very little closed stack area because, ideally, the collection is completely accessible by the customer for two reasons: 1) the customers find it more convenient; and 2) staff complements are too small to retrieve materials for customers. Closed stacks are generally used for multiple copies of children's picture books and seasonal materials.

Some storage area is needed for deliveries, book sale items, for children's program materials, supplies, etc. The Davis Library does not have adequate storage.

#### ***Conditions in the Existing Building:***

- There is no place to store tables, chair, book trucks, etc. waiting for repair.
- Step ladder and hand truck must be stored in open work areas.
- Items awaiting pick up must be stored in open work areas.
- Book sale materials are stored in staff work areas.
- Materials for children's programming are kept in various places.

#### **Recommendations for Change:**

- Provide storage space [CC] for items awaiting pick-up or repair, step ladders, etc.
- Provide space to stack as many as 50 book sale boxes waiting to be picked up near the delivery door.
- Provide 36 linear feet of deep (24") shelving x 24" high [CC] for children's programming materials, as well as space to keep a media cart for children's programming supplies.

### **Delivery Room**

Libraries receive daily internal deliveries of materials and mail from the central offices and other libraries in the system. Delivery trucks bring tubs (laundry carts) of materials.

#### ***Conditions in the Existing Building:***

- Deliveries are made to the workroom from the public area which is not desirable.

- Items awaiting pick up (up to 4 tubs and/or 20+ book sale boxes) are stored in a small area between the kitchen and staff restroom where coats are hung. Books are stacked in a corner outside the book drop room.

**Recommendations for Change:**

- A separate delivery door directly into the workroom is desirable.
- The delivery area needs a vestibule to keep outside area from getting into the workroom.
- Provide enough space for 8 tubs and 60 boxes of book sale materials and space to move in book tubs in this area.

**Staff Facilities**

Staff generally has a one-half hour meal break, and therefore, must eat most of their meals in the library staff room. This room is used for lunch and dinner, because the library is open four nights per week. It is also used for breaks and some staff meetings.

***Conditions in the Existing Building:***

This kitchen/staff room is very small for the size of the staff.

- There are:
  - 1 table in fair condition.
  - 2 upholstered armchairs in fair to poor condition.
  - 1 upholstered sofa in fair condition.
  - 1 old stove top in poor condition.
  - 1 old refrigerator in poor condition.
  - 2 microwave ovens in fair condition.
  - 4 upholstered chairs in fair condition.
  - no cable outlet for television.
  - 1 TV/VCR.
  - no dishwasher.
  - 2 cabinets under the sink, 2 small cabinets over the sink, 1 cabinet over the frig, 1 old table with a cabinet underneath, 1 large wood shelving unit with three shelves.
- There are 18 lockers .
- There are 2 bulletin boards

**Recommendations for Change:**

- Provide:
  - 2 tables to seat as many as 12 people
  - 12 chairs
  - 1 sofa
  - 1 lounge chair
- Provide:



- outlet for TV/VCR
- refrigerator [CC]
- dishwasher [CC]
- cupboards and drawers for dishes, silverware, pots & pans, etc. [CC]
- countertop or tables for microwaves, toasters, coffee pots, etc. [CC]
- lockers for 18 [CC]
- bulletin board for staff messages [CC]

## **PUBLIC MEETING ROOMS AND RESTROOM FACILITIES**

### **Meeting Rooms**

Because library meeting rooms are used after hours when the library is closed, there must be access to the doors when the library is closed and secured and a separate exit for users.

#### ***Conditions in the Existing Building:***

- The large meeting room is adequate size with windows, but poor lighting.
- The small meeting room is adequate, but oddly shaped and has poor lighting (no natural lighting).
- The large meeting room has an old PA system, the small one does not.
- Large meeting room has an ISDN and OPAC-SIRSI connection.
- There are 7 folding tables in poor condition shared by the two rooms.
- There are 100 stacking chairs in poor to fair condition shared by the two rooms.
- Moisture is a serious problem in both of the meeting room (in spite of the new dehumidifier in the large room).
- Ventilation and heating/air-conditioning controls need to be updated in order to have local control over thermostats.
- There is not a telephone in either of the rooms.
- There is no closet or storage area in either meeting room.
- There is no vehicle or cart to move tables/chairs in or out of the rooms as necessary for specific programs.
- There is no storage area for chairs and tables.

#### ***Recommendations for Change:***

- Provide new, updated PA system [CC] for the large room.
- Provide:
  - Folding tables – need 10 in all.
  - 100 stacking chairs.
- Update ventilation and air conditioning controls.
- Provide a telephone in each room.
- Provide closet or storage area adjacent to meeting room large enough to store tables and chairs.
- Provide cart or vehicle to move chairs into or out of room.
- Provide a podium [CC] for each meeting room.

## **Public Restrooms**

### ***Conditions in the Existing Building:***

- Men's and Women's restrooms are located on both floors of the library.
- Men's room is dated, poorly lit and poorly ventilated.
- Women's room is dated, poorly lit and poorly ventilated.
- Both rooms have diaper-changing facilities.
- Both rooms meet ADA requirements.
- Restrooms do not have emergency lighting.

### **Recommendations for Change:**

- Provide an adequate number of new fixtures in all restroom. [CC]
- Redesign and update restroom lighting and finishes.
- Improve or add adequate ventilation units to both rooms.
- Provide emergency lighting.
- Provide PA system accessibility.
- Provide appropriate dispensers [CC].

## **Staff Restroom**

### ***Conditions in the Existing Building:***

- There is one tiny staff restroom with poor ventilation and poor lighting.
- Restroom does not meet ADA requirements.
- 1 restroom is inadequate for the number of staff.

### **Recommendations for Change:**

- Provide 2 ADA-compliant staff restrooms with adequate ventilation and new finishes and fixtures.

## **Janitorial Closet**

### ***Conditions in the Existing Building:***

- Janitorial closet is adequate.
- There is only 1 floor style sink. There should also be a bowl type sink available to rinse out hand cloths, dust cloths, etc.
- Fixtures are in fair condition.

### **Recommendations for Change:**

- Provide increased space so that supplies and sink are easily accessible.
- Provide at least one waist high wall sink.
- Provide at least 72 linear feet of shelving [CC].

## **SUMMARY OF PC's IN THE DAVIS LIBRARY:**

<b>LIBRARY STAFF PC's</b>	<b>CURRENT</b>		<b>Revised Renovation</b>	
	<b>#</b>	<b>Total #</b>	<b>#</b>	<b>Total #</b>
Information/Public Service Desks				
Circulation				
(3staff/1self service new if FY 00)	4		4	
Combined Information Desk	3		4	
Self Charge	0	7	2	10
Work Rooms/Staff Offices:				
Distributed among these spaces:				
Library Manager's Office	1		1	
LAS Office	1		1	
LAII Offices	0		2	
General Circulation	2		2	
Senior Librarian	0		1	
Children's Information Staff	0		1	
Non Supervisory Adult/Reference Staff	0		1	
Staff Work Room	2	6	2	11
PUBLIC PC's				
Located in the following areas:				
Adult Reading Room, various including Periodicals & Reference, Young Adult	23		31	
Children's room	1	24	6	37
<b>Total Library PC's</b>		<b>37</b>		<b>58</b>

# **PROGRAM OF REQUIREMENTS**

## **PART II**

**FOR**

### **Mobile Services in Lower Level of the Davis Library RENOVATION**



**Montgomery County Government**

**PREPARED BY**

**MONTGOMERY COUNTY  
DEPARTMENT OF PUBLIC LIBRARIES  
AND  
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION  
DIVISION OF CAPITAL DEVELOPMENT**

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## **GENERAL RENOVATION GOAL**

Renovation planning is a process that looks at a building and its services as an integrated whole. This overall systematic analysis of the building on a reasonable timetable is critical to maintaining adequate, safe and up-to-date public facilities. Working with the Division of Facilities and Services, the Department of Public Libraries does major renovation assessments on a regular 20-year cycle in order to:

- provide up-to-date, comfortable and safe physical facilities for the delivery of effective, efficient, and equitable access to library services for citizens throughout Montgomery County, Maryland;
- protect capital investment by maintaining the library system's infrastructure;
- assure that overhaul and replacement of major mechanical, electrical, duct, and lighting systems which are outdated and beyond economical repair are performed while maximizing public service hours from one year to the next;
- upgrade buildings to meet new code requirements (ADA, fire code, energy, safety requirements, etc.);
- update building requirements necessitated because of technological change by:
  - meeting electrical load and cabling requirements in order to provide adequate access to power and communications,
  - providing flexible space design,
  - providing a sufficient number of dedicated conduits,
  - providing some blank circuits for future growth needs,
  - changing lighting and acoustics as needed to accommodate new technology;
- determine whether building size is appropriate to meet current and projected service demands by studying:
  - changing population density,
  - changing key demographics of the population which may alter library use patterns, i.e., age, ethnicity, income characteristics,
  - changing program emphasis,
  - changing information formats;
- update old, dated furniture and equipment to meet the needs and expectations of the community by:
  - replacing outdated/outmoded equipment,
  - replacing furniture to accommodate new equipment and customer requirements,
  - replacing telephone systems with more efficient modern equipment,
  - replacing seating to meet the needs of the community, and
  - replacing information and circulation desks with ergonomically designed desks that accommodate new equipment and address changing ways of doing business;
- redesign the interior to more efficiently utilize staff and enable customers to better "help themselves" by:
  - creating joint Adult/Children's information desks where feasible,



- creating an open floor plan which allows:
  - Information and Circulation staff to monitor the building for safety and security
  - various collections to expand, contract and adapt as the community and information formats change,
- creating simple, logical floor plans for better service,
- adding signage which will encourage self-service,
- providing more electronic workstations for customers to use to access information and their personal library records,
- designing a quiet study space into the building so that customers can work away from the sounds of telephones, equipment, staff, and other customers,
- redesigning staff work areas to provide adequate workspace for each staff member.

## **INTRODUCTION**

Mission Statement: The public library offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives. The Mobile Services Unit provides access to library services by van at selected sites throughout the County on a weekly or bi-weekly basis, focusing on children in subsidized day care, low-income neighborhoods, and at HOC sites.

The MCPL' Mobile Van has been providing library service to children for over 25 years. In reaching out to day car centers and low income housing communities throughout the County, the Van brings the resources of the library to children and the communities that have difficulty in accessing library branches. Since the Van serves children, this service underscores the Department's commitment to serving both preschool and school aged children.

Level of Use: The Mobile Services Van is on the road four days per week, as follows:

- Monday through Thursday mornings: Visits to day cares with high proportion of low income children.
- Monday through Thursday afternoons: Visits to low income housing communities to circulate books
- Fridays: Work in the office, planning story times, restocking the Van, process new books, etc.

Hours of Service: Staff are in the building from 8:30 to 5 Monday through Friday.

Staff Complement: Library staff consists of 1.5 work years:

There is 1 full-time Librarian II and,

1 part-time Library Assistant I/Driver

Plus, there is 1 shelving assistant working a total of 8—not included in work years, above.

## **GENERAL BUILDING REQUIREMENTS FOR THE LOWER LEVEL OF THE DAVIS LIBRARY**

### **General Building Description**

The Special Needs Library opened in the lower level of the Davis Library after a major renovation in 1986. The 25,750 gross square foot facility currently houses the Special Needs Library on the lower level, along with the public meeting rooms, public restrooms and mechanical rooms. The Special Needs Library occupies approximately 9,750 gsf of the facility, while the Davis Library on the main floor occupies approximately 16,000 gsf.

The Special Needs Library functions will move to the new Rockville Library in 2006, thus providing the space for other functions. The Lower Level will then be used for several purposes:

- to house the Mobile Services Unit, which is currently housed at the Silver Spring Library on Colesville Road.
- for the staff offices for the Davis Children's Librarians,
- a Children's Programming Room, and
- an additional large meeting room. The current small meeting room is in an unacceptable location that is oddly and inefficiently shaped with no natural light. Now it can be located on the perimeter of the building where there is natural light.

In addition, the public restrooms on the lower level, although renovated to make a reasonable accommodation, do not meet current code. They need to be expanded to make them wheelchair accessible.

A decision has been made to move Mobile Services to that space for several reasons:

- The space is available.
- The space works well for Mobile Services functions with adequate space for collection and offices, as well as space to park the vehicle and conveniently load it.
- The Mobile Services Van serves communities in all part of the County. The location is superior to the Silver Spring Library location where it currently resides, because it is closer to the center of the County and near major County arteries (I-270, 495, Route 355).
- A new Silver Spring Library is planned, which will be located in the Central Business District. It does not make sense to locate this unit in a CBD because of land values and traffic congestion.

There is a separate, ground level entrance into the lower level which the Mobile Services Unit will occupy. The space can also be accessed by interior stairway and elevator from the Davis Library. Also on that level are the Davis meetings rooms. There are public restrooms on both floors.

Currently the public area is broken up by staff areas and offices, which is an inefficient use of space. There is a large public area which houses most of the collection and public seating; a

reference/periodical area that has staff offices on both sides of it (Homebound Office and a General Staff Office); and a separate computer room. In addition, there are two individual staff offices that open up to the public area and a circulation staff workroom.

There is a series of load bearing columns, 16 in all, in the main public area which must be worked around and make it a less than ideal public space. There are many columns given the size of the space.

The lower level of the building has very good natural light at the perimeters, but there are moisture problems in several areas, including leaks at the windows and seepage from the ground. The County Maintenance & Operations Division of DPWT performed numerous tasks in 2004 to address the moisture problems, including sealing some windows, wrapping HVAC piping in the ceiling that was dripping moisture on ceiling tiles, and replaced ceiling tiles. While the windows let in a good deal of natural light, the electrical lighting is not particularly good – with dark spots and light spots throughout the building. The window systems are old and energy inefficient. The HVAC system is old, unreliable and energy inefficient.

The staff lounge and kitchen is dated, has old appliances, and is unattractive. On the exterior of the building, the mix of building materials and the architectural styles is also makes it a very unattractive building.

### **Summary of Renovation Needs**

- ⇒ Replace the HVAC system, including air distribution and control systems bringing all building systems up to applicable building and energy requirements; install new management technologies; and replace the building envelope (storefront and windows); and improve the pedestrian walkways, parking lot, exterior lighting, and storm water management.
- ⇒ The space in the building needs to be utilized more effectively.
- ⇒ The staff work areas needs to be consolidated into one general area, with a separate office the Librarian II and a general workroom for the LAI/Driver.
- ⇒ Because of usage, age and condition of the furniture, it needs to be evaluated to see what needs to be replaced.
- ⇒ The shelving can be re-used. ??
- ⇒ Security cameras need to be strategically placed inside and outside the building to allow staff to monitor activity in all areas open to the public (hallways to the meeting rooms and restrooms).

## **Site Use, Parking Lot and Building Access**

### ***Conditions in the Existing Building:***

- The parking lot is shared with the Davis Library and is designed for customer use; not for parking and loading the Van.
- There currently is adequate parking for normal library use

### ***Recommendations for Change:***

- Redesign the parking layout to allow parking and loading of the Van
- Mill and overlay the existing parking.
- Replace signage.

## **Structural Issues**

**None (except if noted in other sections)**

## **Safety and Security**

Effective security must be provided for the staff, the public, and the equipment including library materials.

### ***Conditions in the Existing Building:***

- There is no public address system except through the telephone paging system, which has proven inadequate.
- There is some emergency lighting, but it is inadequate.
- There are smoke alarms and visual signals for hearing impaired.
- The exit doors (storefronts w/doors) are old and need to be replaced for energy efficiency; better working doors.
- Button-controlled automatic doors are installed on main entry doors on both sides of the building, but they do not function properly.
- There are no security cameras in the building to monitor activity.

### ***Recommendations for Change:***

Effective security must be provided for the staff, the public, and the equipment, including library materials. Specific needs:

- Replace security system for the entire building and grounds.
- Install security cameras in areas that are open to the public and cannot be monitored.
- Provide public address system throughout building.
- Update and install additional emergency lighting.
- Replace public entry doors and overall storefront and automatic openers.

- Replace doors with key locking/unlocking system.

### **Telephones**

#### ***Conditions in Existing Building:***

- New telephones were installed in 2002.
- Telephones operate via the County Fibernet.

#### **Recommendations for Change:**

- Replace the telephones with the new County standard at the time of the renovation.

### **Lighting, Electrical, Electronic Needs**

The interior of the building must be wired for future flexibility for a variety of equipment--both electric and electronic and voice and data lines.

### **Lighting**

#### ***Conditions in the existing building:***

- Lighting is part of an old, energy inefficient lighting/ceiling system.
- Natural lighting is good at the perimeter of the building.
- Windows are not energy efficient.
- Emergency lighting is inadequate.

#### **Recommendations for Change:**

- Lighting needs to be replaced for efficiency reasons and to eliminate shadows and dark areas.
- Replace all of the windows.
- Update emergency lighting.

### **Electrical, Electronic Needs**

#### ***Conditions in the existing building:***

- Conduit runs for electricity, electronic cabling, voice and data lines are not large enough for current equipment or future expansion and are not in the right places. As a result, there are power poles and exposed cables and wires, which have negative safety and aesthetic implications.
- Information and Circulation desks and workspace areas do not have ample raceways for wire management.
- Some workroom and office spaces do not have sufficient electrical outlets.

### **Recommendations for Change:**

- Improve flexibility of wiring, providing conduit runs of sufficient capacity to allow for opening day and future wire insertion, as well as some blank circuits for future dedicated lines.
- Provide electrical/conduit plan that is flexible enough to accommodate future rearrangement of shelving and furniture.
- Provide flush mounted floor outlets and ample numbers of wall outlets at regular intervals throughout the building and wire management in all furniture.
- Reroute and add outlets in public, office, and workroom areas to meet current and future needs. Eliminate power poles.

### **Acoustics**

#### ***Conditions in the existing building:***

- In general, noise carries easily all across the library.

### **Recommendations for Change:**

- Evaluate noise and reverberation levels and bring them to standards.

### **Mechanical Systems, Environmental Controls & Energy Conservation**

#### ***Conditions in the existing building:***

- Ventilation/air circulation is uneven and very poor throughout the library.
- There are no ceiling fans to provide ventilation in poorly ventilated parts of the building.
- The library is often too hot or too cold and uncomfortable.
- Technology of the HVAC system is outdated and inefficient and the system is generally unreliable.
- Building has some operable windows.
- Filtering system is inadequate which results in much dust accumulation.
- Plumbing is generally adequate.
- Building surfaces are generally in fair condition.

### **Recommendations for Change:**

- Replace the HVAC system with new, energy efficient system.
- Replace windows with an energy efficient system. Operable windows are required.
- Provide ceiling fans over the circulation desk.
- Replace building surfaces and finishes.

## **Signage and Tack Space**

### ***Conditions in the existing building:***

- Interior signage is dated and inadequate for easy public use of the building.

### **Recommendations for Change:**

- Replace signs with new signs with large, clear lettering that meet the needs of the diverse community. Use differing types of furniture to help define function and purpose of the public areas, allowing the public to easily use the building.

## **Carpeting, Finishes and Furniture**

### ***Conditions in the existing building:***

- By the time the building closes for renovation, carpeting will need to be replaced.
- Walls need repainting.
- Some of the furniture is dated and worn looking and is in generally poor condition. Some is scratched and/or dirty and in need of re-upholstery and refinishing.

### **Recommendations for Change:**

- Replace carpeting with grade that will withstand heavy public use. Install carpet pad under the carpet behind the circulation desk.
- Paint walls and other surfaces as needed inside and outside of the building.
- Evaluate the furniture to determine what needs to be replaced, refinished or re-upholstered (see individual spaces in the section, **Components of Mobile Services and other functions in the lower level of the Davis Library**. The PDF funds for 80% of the furniture replacement. This amount may need to be adjusted after the furniture evaluation.

## **Shelving**

### **Conditions in the Existing Building:**

Overall the metal shelving is in good condition, although it will need to be reconfigured to meet the needs of Mobile Services.

### **Recommendations for change:**

- Keep the old shelving for the offices and non-public areas, provide funds to store it during renovation and to reconfigure it to meet the needs of Mobile Services.





## **COMPONENTS OF THE MOBILE SERVICES UNIT**

The designer shall provide space and systems as required for all furniture and equipment noted in the following spaces. Additionally, the designer shall include all furniture and equipment referenced by [CC] in the construction contract.

### **Staff Areas**

**NOTE:** Based upon current complement – may need to change this.

Staff envisions a general work area in a central core of office space with natural lighting, perhaps using roof monitors. The core would contain the general circulation workroom, supply cabinet, etc. An individual office for the Mobile Services Librarian II should be provided. Office space for the part time driver/circulation specialist can be in larger workrooms with a well-defined workstation that affords some privacy, allowing the driver a space to work without interruptions. This Program places staff into areas by function; however, the actual library design may incorporate the Mobile Services staff the Silver Spring Library staff.

If this Unit occupies a different floor of the building or if it has its own entrance and part of the building (as it does in the current Silver Spring facility), it will require its own staff facilities as described in this Program of Requirements.

Mobile Services requires parking for one vehicle that is 24' long by 8' wide.

### **Mobile Services Staff PCs**

There will be 2 PCs for staff to use—one for the Librarians office and the driver to use in the general workroom.

### **Mobile Services General Workroom:**

**Note: Offices sizes must comply with the Montgomery County DPWT office size standards.**

Size:

- 350 NSF

Purpose:

- Workspace for the driver/circulation specialist and for general circulation and clerical support functions - processing and mending; reserve or Interlibrary Loan operations; circulation database work – new registrations; as well as much of the direct circulation work – check-ins, sorting, etc. A combination of systems furniture workstations (each with ergonomic chair, lockable 2-drawer file cabinet underneath, 2 or 3 shelves and tack board above workstation) and built-in counter top workstations (each with 2 or 3 shelves above, pencil and 2-drawer file underneath and ergonomic chair).
- Space must be provided for sorting customer holds, for problem materials (missing pieces, etc.), deletions, storage for computer/printer supplies.

Setting:

- Aisles between workstations and perimeter counters must be wide enough to allow loaded book trucks to pass through as well as people (a minimum of 5'). The area should look open and inviting with sight lines across the room. It should be carpeted, naturally lighted, with a variety of workstations, described below:
  - Counter-top workstations (32" deep to allow for a PC with keyboard at some places) along the perimeter of the workroom, including:
    - 1 shared workstation for check in/check out with space for 2 trucks and 1 tub, deleting materials, adding donations, sorting book sale items, etc. with enough space for a PC, plus 36" work surface, plus space for one book truck and one tub, and for shelving assistants to use to sign in, do timesheets and special projects.
    - 1 workstation for the driver/circulation specialist.
    - 2 ergonomic chairs
    - 12 linear feet of shelving (84" high by 3' wide)

Equipment:

- 2 telephones
- 1 PC
- Networked Printer
- Fax Machine

**Mobile Services Librarian II's Office:**

**Note: Offices sizes must comply with the Montgomery County DPWT office size standards.**

Size:

- 120 NSF

Purpose:

- This office is used for administrative activities including planning, conferences, computer activities, record keeping and thinking.

Setting:

- Separate, enclosed private office with windows to outside; glass vision panel in door.

Furnishings:

- Desk
- Ergonomic chair
- Arm lounge chair
- 4-drawer file cabinet
- Standard shelving, 30 linear feet

Equipment:

- Telephone
- PC (networked to workroom printer)

Adjacencies:

- General Staff Workroom
- Mobile Services Collection

**Mobile Services Delivery Area:**

Size:

- 200 NSF

Purpose:

- Delivery of interoffice mail by Department's messenger service. In addition to daily mail pouches, books and other materials are transported and delivered in wheeled laundry or depressible tubs (22" wide x 26" high x 31" long) or hand carried in boxes (11" wide x 16" long x 17" high). Space is needed for outgoing tubs and boxes of book sale donations or library discards. The delivery route and interior path must not interfere with public service.
- Staging area for moving materials into or out of the Unit's vehicles. Space should be available for at least 3 book trucks.
- Depending upon the building design, the Mobile Services delivery area could be combined with the Davis Library delivery area.

Setting:

- Entry configured so that a delivery truck (equipped with hydraulic lift) can back straight to the entrance and unload off the back of the truck if possible. No steps permitted; provision must be made for pushing 150 lb. tub loads, with space defined for outgoing and incoming deliveries. Create a vestibule for this doorway to keep cold or hot air and vehicle exhaust fumes out of the workroom area when deliveries are made. Air intake vents must be kept away from the vehicle loading area. Must not interfere with public functions or access.

Furnishings:

- None, but space to keep laundry or depressible tubs (as described above.)

Equipment:

- None

Adjacencies:

- General Staff Workroom
- Exterior loading area

Other:

- This area may also serve as staff entry.
- Exhaust system must be sufficient to prevent truck and bookmobile exhaust from entering the building.

### **Mobile Services Closed Stack/Storage Area**

Size:

- 400 NSF

Purpose:

- Storage for all Mobile Services Library Materials.

Setting:

- Closed stack area.

Furnishings:

- Shelving: 800 linear feet, including shelving appropriate to store media.
- Space for 4 book trucks

Equipment:

- None

Adjacencies:

- General Staff Workroom
- Delivery Area
- Staff Offices

### **Mobile Services Staff Facilities:**

Size:

- 100 NSF

Purpose:

- Staff area to make coffee, warm food, etc. is necessary unless this operation is located in the same workroom as the Silver Spring staff.

Furnishings:

- Base and wall cabinets and counter tops.

Equipment:

- Sink with garbage disposal and deep enough for coffee urns [CC]
- Small Refrigerator [CC]
- Microwave oven [CC]
- Telephone
- 4 Lockers for staff, shelving assistant and volunteers [CC]

Adjacencies:

- Workroom

Other: Depending upon the building design, the Mobile Services staff may be able to share staff

facilities with Davis Library staff.

**Mobile Services Staff Toilet:**

Size: 60 NSF

Purpose: Staff toilet

Setting:

- 1 Single occupant, fully accessible toilets, with locking doors

Furnishings:

- None

Equipment:

- In each room: [CC]
  - Toilet
  - Grab bars,
  - Toilet Tissue dispenser, paper towel dispenser
  - Sink
  - Mirror with shelf

**DAVIS LIBRARY STAFF & PUBLIC AREAS:**  
**MEETING ROOMS, CHILDREN'S STAFF AREA, CHILDREN'S PROGRAM ROOM,**  
**CHILDREN'S ROOM STORAGE AND RESTROOM FACILITIES**

**MEETING ROOMS:**

**Public Meeting Rooms and Restrooms – See Davis Library POR –**

**Plus 2<sup>nd</sup> Large Meeting Room:**

Because library meeting rooms are used after hours when the library is closed, there must be access to the doors when the library is closed and secured and a separate exit for users.

***Conditions in the Existing Building:***

- As noted in the Davis POR, there is a large and small meeting room. The large meeting room is adequate size with windows, but poor lighting. The small meeting room is of an adequate, but oddly shaped and has poor lighting (no natural lighting). The two meeting rooms do not meet the demands of the community. A third meeting room – large – is needed.

**Recommendations for Change:**

- Provide new, updated PA system for the additional meeting room.
- Provide:
  - 10 Folding tables.

- 100 stacking chairs.
- Update ventilation and air conditioning controls.
- Provide a telephone in each room.
- Provide closet or storage area adjacent to meeting room large enough to store tables and chairs.
- Provide cart or vehicle to move chairs into or out of room.
- Provide a podium [CC] for the meeting room.

## **CHILDREN'S STAFF AREA:**

### **Children's Services and Adult Services Librarians' (LIIs) Office Space**

Currently, the Children's Services and Adult Services Librarians share an office on the upper level of the library. They are the lead workers for the Children's services and Adult services staff, Young Adult Services and oversee the circulating and reference collections. These librarians are usually responsible for public programming. A private workspace for each is desirable.

#### ***Conditions in the Existing Building:***

- A rather crowded office houses these two librarians.
- 2 old desks, which are not ergonomic.
- 2 old chairs, which are not ergonomic.
- 2 old file cabinets.
- 1 side chair in poor condition.
- 1 storage table, about 4' long x 24" deep, which was intended to be used for a PC.
- 72 linear feet of shelving.
- There is no PC in this office for word processing, e-mail, Internet, and circulation for the 2 librarians to share.

#### **Recommendations for Change:**

Provide separate offices. The **Children's LII will be located with the Children's staff on the lower level by the Children's Programming Room; the Adult LII will be on the upper level.** For **each** office:

- Provide an executive size desk with space for a PC and with locking drawers for safekeeping of confidential records.
- Provide:
  - 36 linear feet of wall shelving [CC] (used primarily for overflow adult collection materials and materials staff are working with),
  - 1-4-drawer file cabinet,
  - 1 ergonomic office chair,
  - 1 side-chair for each office, and
  - 1 bulletin board – 3' x 6' [CC].

## **Non-Supervisory Adult/Reference Services and Children's Librarians and Associates**

There are 2 part time Librarian I's and 1 full time Library Associates assigned (unless this position is going to be changed back, 2 part-time LASS positions) to Adult/Reference Service (full time position currently vacant) and **3 part time Librarian I's assigned to Children's Services (the Children's staff will be located on the lower level with the Children's LII and the Children's Programming Room).**

### ***Conditions in the Existing Building:***

ALL non-supervisory staff—information and circulation—are scattered around work spaces in the back room work area. Each person has approximately 4' of counter space to work on. They each have two shelves above their work space. Each has an ergonomic chair (old, worn), a built in two-drawer file cabinet. Four telephones are located on either side of the work room for staff to share. The work room is a very busy space and this arrangement allows for no quiet or privacy for staff, making it difficult to accomplish work without interruption.

### **Recommendations for Change:**

***See recommendations under Staff Workroom and Facilities, General Workroom, in Davis POR.***

## **CHILDREN'S PROGRAM ROOM:**

### **Children's Programming Space**

**(currently in the Meeting Rooms - see Meeting Rooms section of Davis POR)**

Children's programming areas are used for group activities for children, including story programs, storytelling, films, etc. as scheduled. Generally an informal seating arrangement is used or no seating at all (young children generally sit on floor for programs).

A minimum space of 720 square feet is required for programs with up to 60 people (mostly children sitting on the floor, some adults). The space needs to be open, flexible and attractively and imaginatively designed, and somewhat secluded with sound baffling.

### ***Conditions in the Existing Building:***

- Currently Children's programs are done in the small or large meeting room. There are regular preschool programs with attendance ranges from 20-25 children, and a regular book discussion program for elementary age children. In addition, preschool groups are brought in for special programs. The summer programs are focused on school age children and families, with some drawing 200 attendees.

### **Recommendations for Change:**

- Provide programming room adjacent to the Children's Reading area (720 square



- feet).
- Provide a projection screen [CC].
- Provide a chalkboard and bulletin board [CC].

### **CHILDREN'S ROOM STORAGE:**

Storage for Children's materials (holiday and special materials) and programming equipment is essential.

#### ***Conditions in the Existing Building:***

- With the exception of holiday books and a few others, the collection must be in the public area to facilitate customer service and lessen the burden on staff of retrieving materials when requested. Because the public space is so small in the library, it is not possible to do this.
- Currently, storage is in the following places: basement storage room, the general workroom, a closet, the LII Children's Librarians' Office and above the desks of the other children's staff.

#### **Recommendations for Change:**

- Provide a consolidated children's program space to be used for programming materials and holiday books (165 square feet).
- Provide 150 linear feet of shelving for holiday books and 35 linear feet of deep (16") shelving for programming materials.

### **Janitorial Closet**

**See Davis POR**

### **Shelving Summary**

The Special Needs Library currently has metal shelving of varying heights. Because it is old and the manufacturer is no longer in business, it is difficult to get replacement shelves and/or new uprights. The shelving can be reused in the non-public areas if there is space in the building to store some extra parts.

### **Summary of PC's on this Level of the Building:**

LIBRARY STAFF PC's	#	Total #
Mobile Services		
Work Rooms/Staff Offices:	2	2
Davis Children's Services Office		
Librarian II and Children's staff	2	2
<b>TOTAL PC's (lower level)</b>		<b>4</b>

### **Extract from Facility Assessment Report 1999**

The following tasks have been recommended in the Facility Assessment Study Report prepared by Facilities Engineering Unit, Division of Facilities and Services, Department of Public Works and Transportation, Montgomery County, Maryland, May 1999. These tasks are hereby incorporated and as part of this Program of Requirements.

- Exterior mechanical room's lower level entrance has back-up problems with handrail rusting. Repair concrete, clean and paint handrail, and install a strainer drain cover or grate type trench drain.
- Remove graffiti from exterior brick wall near main entrance.
- Replace building window systems with product meeting current energy guidelines.
- Remove all ceiling tiles
- Replace men's and women's rest rooms doors.
- Replace all exterior lighting fixtures and poles.
- Replace mechanical and electrical and control systems to meet current code and industry standard.
- Replace lighting system to meet current code and industry standard.
- Replace and modernize building elevator system.
- Replace existing fire alarm system to meet with current code and industry standard.
- Remove all existing asbestos tiles